



**COMMUNITY DEVELOPMENT
DEPARTMENT
PLANNING DIVISION**
(760) 770-0340
Fax - (760) 202-1460
68-700 Avenida Lalo Guerrero
Cathedral City, CA 92234

(Staff Use Only)

Case No.:

SP _____ - _____

SIGN PERMIT

TYPE OF SIGN:

- ☐ Temporary Sign - \$103
- ☐ Alteration of Sign Face - \$103
- ☐ Drive-thru Menu Boards - \$927
- ☐ Master Sign Program - \$1,648
- ☐ Window Sign - \$103

- ☐ Wall Sign - \$412
- ☐ Subdivision Sign - \$1,339
- ☐ Monument Sign - Shopping Center \$1,442
- ☐ Monument Sign - Other \$721
- ☐ Other _____

Proposed # of Signs: _____ Proposed Dimensions: _____ Valuation: _____

Method of Lighting: _____ Materials/Colors: _____

Description: _____

GENERAL INFORMATION:

Site Address: _____

Name of Business and/or Center: _____

Sign Contractor: _____ Phone Number: _____

City Business License: ☐ Yes ☐ No Contractor's License Number: _____

TEMPORARY SIGN:

The period of display shall not exceed ninety (90) cumulative days within any twelve (12) month period and no permit shall be issued for a period of less than thirty (30) days.

Period for temporary signs: ____ / ____ / ____ through ____ / ____ / ____

(Staff Use Only)

Sticker No.: _____

DETERMINATION OF APPLICATION (Staff Use Only)

SIGN PROGRAM: ☐ NO ☐ YES SIGN PROGRAM # _____

ACTION TAKEN: ☐ APPROVED ☐ DENIED

Conditions of Approval: _____

APPROVED BY: _____ DATE: _____

Date/Time Received:	Received By:	Amount Received:	Receipt No(s):
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SUBMITTAL REQUIREMENTS:

- ☐ Application Fee (noted above)
- ☐ Wall Signs (**4 copies**)
 - Dimensioned diagram of building elevation, identifying width (linear feet) of tenant space and location(s) of proposed sign.
 - Diagram to include dimensions of sign cabinets, letters or logos (one copy in color).
 - Detail identifying method of attachment of sign to building elevation and type of illumination.
 - If illuminated, Title 24/Energy documents confirming compliance with the California Energy Code.
 - Signature of Property Owner or Authorized Agent on diagram.
- ☐ Monument Signs (**4 copies**)
 - Diagram providing dimensions of sign including overall height (as measured from the adjacent ground), width, letters and logos (one copy in color).
 - Dimensioned diagram providing location(s), including distance from property lines, driveways and buildings.
 - Structural and engineering documents.
 - Signature of Property Owner or Authorized Agent on diagram.
- ☐ Temporary Signs (**3 copies**)
 - Site plan showing location of temporary sign and method of attachment.
 - Diagram illustrating size of the temporary sign, color, lettering and material.
 - Signature of Property Owner or Authorized Agent on diagram.

APPLICANT

Name: _____ Phone Number: _____

Company: _____ Email: _____

Address: _____ City: _____ Zip Code: _____

Applicant Signature: _____ Date: _____

PROPERTY OWNER

Name: _____ Phone Number: _____

Company: _____ Email: _____

Address: _____ City: _____ Zip Code: _____

Property Owner/Agent Signature: _____ Date: _____
